

COPS FAST: Budget Information, cont...

After completing one worksheet for each officer that you plan to hire, complete the questions below.

1. Name of the Federal Agency to which audits of your federal grants are sent (your "federal cognizant agency"):

2. Starting date of your fiscal year: July 1 Ending date: June 30

3. Your Employer Identification Number, as assigned by the Internal Revenue Service for tax purposes, is:
93-6002155W

4. Under this COPS FAST grant, your department plans to (enter number of officers for each that is applicable):

Hire 1 new entry level officer(s).

Rehire former officers.

Hire lateral entry officers.

Hire part time officers.

5. Are you including increases in salary and fringe benefits for the second and third years of the grant?

☒ Yes. If so, explain how the costs of living and/or step increases were calculated for the second and third years:

End of year 1, 4% cost of living; at Certification end of probation, step increase of 65¢ /hr.

End of year 2, 4% cost of living; at satisfactory review, step increase of 45¢ /hr.

☐ No.

6. The total cost for salaries and benefits for the officer(s) to be hired over the next three years is \$ 92,935 (include the sum of salary and benefits for all three years found in line h).

7. The total amount of federal grant funds being requested for the officer(s) is \$ 69,701
(include the sum of grant funds being requested for the officer(s) found in line k; this may be more or less than the original grant amount estimate).

8. Under your COPS FAST grant, the federal grant share must decrease each year leading to full local funding of officers' salaries and benefits at the end of the grant period. List the total amount to be paid by the federal government, and the total amount to be paid by your jurisdiction, in each of the years listed below:

Federal Share	Local Share	Total
Year 1 \$ <u>27,500</u>	Year 1 \$ <u>1,041</u>	\$ <u>28,541</u>
Year 2 \$ <u>25,000</u>	Year 2 \$ <u>6,107</u>	\$ <u>31,107</u>
Year 3 \$ <u>17,200</u>	Year 3 \$ <u>16,087</u>	\$ <u>33,287</u>

The undersigned attests to the accuracy of the Budget Information submitted above.

Name (typed) of Authorized Official: Joe Garlitz Title: City Recorder/Administrator

Signature: [Signature] Date: 3/8/95



U.S. Department of Justice
Office of Community Oriented Policing Services

Place Identification
Label Here

COPS FAST: Budget Information

As described in the COPS FAST Fact Sheet, prior to receiving your COPS FAST hiring grant funds, you need to provide information about your budgetary plans. The worksheet below and on the back will assist you in properly organizing and estimating your costs and providing the necessary details for financial review. In addition, you will need to complete the attached Community Policing Information.

Complete one worksheet for each officer that you plan to hire. These figures will be used to calculate the final grant amount, which may be more or less than the estimated grant amount. Assistance in completing this information is available from the Department of Justice Response Center at 1-800-421-6770, or by writing the COPS Office, P.O. Box 14440, Washington, DC 20044.

1. OFFICER(S) TO BE HIRED

*This worksheet describes the cost for
[check one of the following]:*

- ☒ One new entry level full time officer
☐ One rehired former officer
☐ One lateral transfer
☐ One part time officer. The average number of hours per week the part time officer will work is _____.

2. COST PER OFFICER

Current Annual Base Salary: \$ 18,348 (line a)

Annual Fringe Benefits:

FICA \$ 1,404
Social Security \$ Incl'd in FICA
Health Insurance \$ 5,952
Life Insurance \$ 8
Vacation \$ Incl'd in Base
Sick Leave \$ Incl'd in Base
Retirement \$ 1,101
Workmen's Compensation \$ 811
Unemployment Insurance \$ 917
Other* _____ \$ _____

* Fringe benefits other than those listed must be specified in "Other".
The costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Total Annual Fringe Benefits: \$ 10,193 (line b)

3. TOTAL COSTS FOR THREE YEARS:

First Year's Salary + Fringe (a+b) \$ 28,541 (line c)
Second Year's Increase** \$ 2,566 (line d)
Second Year's Salary + Fringe (c+d) \$ 31,107 (line e)
Third Year's Increase** \$ 2,180 (line f)
Third Year's Salary + Fringe (e+f) \$ 33,287 (line g)
Total Costs for Three Years (c+e+g) \$ 92,935 (line h)

**Year 2 and Year 3 increases may include step raises and cost of living adjustments. You may describe how these were calculated in the Budget Summary on the other side of this worksheet.

4. LOCAL AND FEDERAL SHARES:

Total Costs for Three Years (line h): \$ 92,937
Percentage of Total Costs to be paid by you: 25 % (line i)
(This is the percentage of your local match. It must be at least 25% of the total costs for three years.)
Percentage of Total Costs to be paid by the COPS Office: 75 % (line j)
(This is the percentage of the federal share. It may be no more than 75% of the total costs for three years.)
Line j multiplied by Line h: \$ 69,701 (line k)
Amount on Line k or "\$75,000," whichever is the lesser amount: \$ 69,701 (line l)



U. S. Department of Justice

COPS FAST EEOP CERTIFICATION

If your agency has 50 or more employees, you must maintain an Equal Employment Opportunity Program on file and complete certification A:

A.	
I, _____ [agency executive officer], certify that the _____ [agency] has formulated an Equal Employment Opportunity Program ("EEOP") in accordance with 28 CFR 42.301 <u>et seq.</u>, subpart E, that it has been signed into effect by the proper agency authority and disseminated to all employees, and that it is on file in the Office of _____ _____ [name], _____ _____ [address], for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations. _____ [signature] [date]	

If your agency has fewer than 50 employees, please complete certification B:

B.	
I hereby certify that the funded agency has fewer than 50 employees and therefore is not required to maintain an Equal Employment Opportunity Program, pursuant to 28 CFR 42.301 <u>et seq.</u> <u>Joe Gaulty</u> Recorder <u>3/8/95</u> [signature] [date]	

Place Identification
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-- PERSONAL SERVICE --

	Yr 1	Yr 2	Yr 3
Salary - Chief <i>Fast Cap →</i>	18,348	20,433	22,205
Salary - Sergeant			
Salary - Patrolman			
Extra Labor - Overtime			
Temp Office 2 1/2 Mo.			
Med/Dental/Vision Insurance (2)	5,952	5,952	5,952
Retirement Benifits <i>.06</i>	1,101	1,226	1,332
FICA <i>.0765</i>	1,404	1,563	1,699
Wrkr Cmp (2 offc + 4 rsvr) <i>.044</i>	811	903	981
Life Insurance (6 offcrs)	8	8	8
Unemploymnt, (self insured) <i>.05</i>	917	1,022	1,110
TOTAL PERSONAL SERVICE	28,541	31,107	33,287
	<i>8.34%</i>	<i>9.80%/m</i>	<i>10.65%/m</i>

A	B	C	D	E	F	G
				<i>Fed</i>	<i>City</i>	
	28541	.9	25687	27500	1041	<i>95/96</i>
	31107	.75	23330	25000	6107	<i>96/97</i>
	33287	.5	16644	17200	16087	<i>97/98</i>
	92935		65660.65	69700 <i>71%</i>	23235 <i>25%</i>	
	69701			92935		

202 - 307 - 1382
ATTN Denise

